

POLICE/SHERIFF'S DEPARTMENT	RULES AND REGULATIONS
SUBJECT: Directives Development	NUMBER: 1-1A
EFFECTIVE DATE: July 1, 1999	REVIEW DATE:
AMENDS/SUPERSEDES:	APPROVED: _____ Chief of Police/Sheriff
CALEA STANDARDS: 12.2.1	VLEPSC STANDARDS: ADM.03.01; ADM.09.01

NOTE

This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

INDEX WORDS

Directives
Orders
Policy Committee

I. POLICY

To achieve its objectives, the department must develop sound, written directives and govern all activities accordingly. Written directives include all written guidance issued by an appropriate authority. Written directives help department employees perform their jobs with confidence that they meet management's expectations. Through consistently applied and regularly revised orders, management promotes high standards of performance while reducing employees' doubts, confusion, anxiety, and distrust. This order describes the formal process by which directives are devised and evaluated.

II. PURPOSE

To outline the process of drafting and evaluating written directives.

III. DEFINITION

A. Directive

Any written order. For the purpose of this Rule and Regulation, “policy” is synonymous with “directive” and is issued only by the chief of police/sheriff.

IV. PROCEDURES

- A. The chief/sheriff is the department's policymaker. He/she shall regularly consult with senior managers to devise, review, and evaluate directives. Departmental directives are embodied within General Orders or Rules and Regulations.
- B. The chief/sheriff chairs the standing Policy Committee which operates according to the following guidelines.
 - 1. The Policy Committee shall be composed of a cross-section of ranks and functions including: one or more non-sworn members; one or more sworn non-supervisory members; one or more sworn mid-managers; one or more sworn senior managers.
 - 2. The Policy Committee shall meet at least once quarterly to create or develop a new General Order or Rule and Regulation, review older orders according to a schedule, or evaluate new ones. In his/her absence, the chief/sheriff shall designate the chair of the Policy Committee. The Policy Committee shall make appropriate recommendations to the chief/sheriff about retaining, revising, or developing written orders.
 - 3. The Policy Committee shall conduct an immediate audit following any critical incident to review the applicability of department orders to the incident, to analyze how applicable orders helped or hindered the resolution of the incident, and to recommend changes to existing orders. The audit shall include an examination of how policy is enforced through training and supervision.
 - 4. Upon drafting a new or revised order, the Policy Committee shall afford every department member an opportunity to review it and comment by a given deadline.
 - 5. In consultation with the chief/sheriff, the Policy Committee shall set a schedule of orders annually for review and evaluation. All orders shall be reviewed before the expiration of three years (maximum) for most orders, or annually for high-risk ones, as determined by the chief/sheriff.
- C. General Orders and Rules and Regulations shall be drafted with the following considerations.
 - 1. Determine the employee's objective in performing tasks or activities covered by the order.

2. Identify the problems the employee is likely to encounter when making decisions to reach the objective.
3. Ensure that the order is positive, definitive, clear, and readily understood by all employees.
4. Aim for permanency while promoting flexibility.
5. Endeavor to address all *reasonably foreseeable* conditions.
6. Ensure that orders are founded upon facts and sound judgment.
7. Ensure that orders are compatible with the public interest and conform with the law.
8. Ensure that employees understand that all orders provide a guide to action in recurring situations. Orders cannot possibly address every circumstance.
9. Ensure that the components of a written order (policy statements, rules, procedures) follow the definitions given under RR 1-1, particularly in outlining the limits of officers' discretion.

[Adapted from materials produced by The Traffic Institute, Northwestern University.]